APPENDIX I
PERSONNEL FIELD EDITS

PERSONNEL FIELD EDITS

Appendix I contains the field edit requirements that will be in Personnel. Each field that may be input by the user has been listed.

Data Element Name - Name of data element as found in the Data Dictionary.

Field Edit Criteria - Describes the edit that is performed in NPPS.

Source - Indicates the Source document that was used for the population of the values.

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Administrative Level	Value must be found in TADMINLV Local Table
Agency Code: Employing	Value must be found in TAGENCY FPM 292-1
Agency Code: Transferred From	Value must be found in TAGENCY FPM 292-1
Agency Code: Transferred To	Value must be found in TAGENCY FPM 292-1
Annuitant Indicator	Value cannot be blank Value must be found in TANUIND FPM 292-1
Appointment: Conversion Date	Valid date between 01/01/1900 and 01/01/2100
Appointment: Day Limit	Numeric
Appointment: Dollar Limit	Numeric
Appointment: Hour Limit	Numeric
Appointment: NTE Date	Valid date between 01/01/1900 and 01/01/2100
Availability Pay: Annual Amt	25% of Adj Basic Pay (results 50 cents and over increased to the next whole dollar).
Award: Amount	Numeric value greater than 0
Award: Check	Y, N, or blank
Award: Time Off Hours	Numeric
Award: Time Off Hours YTD	Numeric
Award: Type	Value must be found in TAWDTYP
Award: Year	Numeric
CAPPS Interface:	
AWARD-INDVDL-GRP-HNRY-QTY	Numeric

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
AWARD-INDVDL-GRP-HNRY-RCVD-YEAR	Numeric
AWARD-PRFRMNC-SES-QTY	Numeric
AWARD-PRFRMNC-SES-RCVD-YEAR	Numeric
AWARD-QLTY-INCRS-QTY	Numeric
AWARD-QLTY-INCRS-RCVD-YEAR	Numeric
AWARD-SPCL-ACT-QTY	Numeric
AWARD-SPCL-ACT-RCVD-YEAR	Numeric
EMPL-ACSN-LGL-ATHRTY1-CODE	None
EMPL-ACSN-LGL-ATHRTY2-CODE	None
EMPL-ACSN-NOAC-CODE	Value must begin with '1'
EMPL-ACSN-NOAC-EFCTV-DATE	Valid date (MMDDYYYY)
EMPL-AP-CTR-CODE	C, D, F, J, M, O, P, S, or W
EMPL-AWARDS-CTR-CODE	A, B, C, D, E, F, G, H, I, J, K, L, M, or N
EMPL-CAO-CTR-CODE	Numeric
EMPL-CNVRSN-CTR-CODE	A, B, C, D, E, F, G, or H
EMPL-DOWNGRADE-CTR-CODE	A, B, or C
EMPL-HIRE-LGL-ATHRTY1-CODE	None
EMPL-HIRE-LGL-ATHRTY2-CODE	None
EMPL-OTHR-AWARDS-CTR-CODE	Numeric
EMPL-PRFRMNC-AWARDS-CTR-CODE	Numeric
EMPL-TRNG-CTR-CODE	Numeric
EMPLHS-PRVS-BASIC-PAY-AMT	Numeric
EMPLHS-PRVS-DUTY-STN-CODE	None
EMPLHS-PRVS-GRADE	Numeric
EMPLHS-PRVS-GRADE-STEP-CODE	Numeric
EMPLHS-PRVS-LCLTY-ADJ-ANL-AMT	Numeric
EMPLHS-PRVS-OCPTNL-CODE	Numeric

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
EMPLHS-PRVS-PAY-BASIS-CODE	None
EMPLHS-PRVS-PAY-PLN-CODE	None
EMPLHS-PRVS-PAY-RATE-DTRMNT-CODE	None
EMPLHS-PRVS-WORK-SCHDL-CODE	None
PRSACT-CNVRSN-LGL-ATHRTY1-CODE	None
PRSACT-CNVRSN-LGL-ATHRTY2-CODE	None
PRSACT-CNVRSN-NOAC-CODE	Value must begin with '5'
PRSACT-CNVRSN-NOAC-EFCTV-DATE	Valid date (MMDDYYYY)
Citizenship	Y or N
Competitive Level	None
Coop: Date Entered Program	Valid date between 01/01/1900 and 01/01/2100
Coop: GPA	Value must not be greater than 4.00
Coop: Intended Degree Field	Value must be found in TDEGFLD
Coop: Intended Degree Level	Value must be found in TDEGLEV
Coop: Intended Graduation Year	Numeric
Coop: Return to Duty Date	Valid date between 01/01/1900 and 01/01/2100
Coop: Return to School Date	Valid date between 01/01/1900 and 01/01/2100
Coop: School Code	Value must be found in TDEGSCH Education Directory of Colleges and Universities 1987-88
CPP	Value must be found in TCPP
Creditable Military Service	Numeric

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Date of Birth	Valid date between 01/01/1900 and 01/01/2100
Degree: Bachelor Year	Numeric
Degree: Fourth Highest Field	Value must be found in TDEGFLD
Degree: Fourth Highest GPA	Value must not be greater than 4.00
Degree: Fourth Highest Level	Value must be found in TDEGLEV
Degree: Fourth Highest School	Value must be found in TDEGSCH Education Directory of Colleges and Universities 1987-88
Degree: Fourth Highest Year	Numeric
Degree: Highest Field (Acad Disc)	Value must be found in TDEGFLD
Degree: Highest GPA	Value must not be greater than 4.00
Degree: Highest Level	Value must be found in TDEGLEV
Degree: Highest School	Value must be found in TDEGSCH Education Directory of Colleges and Universities 1987-88
Degree: Highest Year	Numeric
Degree: Second Highest Field	Value must be found in TDEGFLD
Degree: Second Highest GPA	Value must not be greater than 4.00
Degree: Second Highest Level	Value must be found in TDEGLEV

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Degree: Second Highest School	Value must be found in TDEGSCH Education Directory of Colleges and Universities 1987-88
Degree: Second Highest Year	Numeric
Degree: Third Highest Field	Value must be found in TDEGFLD
Degree: Third Highest GPA	Value must not be greater than 4.00
Degree: Third Highest Level	Value must be found in TDEGLEV
Degree: Third Highest School	Value must be found in TDEGSCH Education Directory of Colleges and Universities 1987-88
Degree: Third Highest Year	Numeric
Departure Destination	Value must be found in TDEPARTD
Departure Reason	Value must be found in TDEPARTR
Detail: Duty Station Code	Value must be found in TDTYSTN
Detail: Ending Date	Valid date between 01/01/1900 and 01/01/2100
Detail: Grade	Numeric
Detail: NASA Classification	Value must be found in RAPPENDG
Detail: Occupational Code	Value must be found in RAPPENDI
Detail: Organization Assigned	Value must be found in TORG Local Table
Detail: Pay Plan	Value must be found in TPAYPLN

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Detail: Position Description Num	None
Detail: Title Code	None
Detail: Title NASA	None
Detail: Title OPM	None
Duty Station Code	Value must be found in TDTYSTN GSA Worldwide Geographic Location Codes
Duty Status	Value must be found in TDTYSTS
Edit Bypass	N, S, X, or blank Actions other than accessions (1**, ***A) N or S may only be used with non-NASA employees
Educational Level	Value must be found in TEDLEV
Empl Adjstd Basic Pay Amt	Numeric
Empl AUO Anl Amt	Numeric Division by Empl Basic Pay Amt must not give more than a two decimal position result
Empl AUO Pct	Numeric
Empl Award Budg Code	Value must be found in TAWDBDGT
Empl Basic Pay Amt	Numeric
Empl Bonus Rcrtmnt Amt	Numeric
Empl Bonus Rcrtmnt Pct	Numeric
Empl Bonus Rlctn Amt	Numeric
Empl Bonus Rlctn Pct	Numeric
Empl Crnt Rtng Efctv Date	Valid date between 01/01/1900 and 01/01/2100
Empl Lclty Adjstmnt Anl Amt	Numeric
Empl Lclty Adjstmnt Ind	Value must be found in TLOA
Empl Othr Pay Amt	Numeric

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
EMP-PRFRMC-RTNG-YEAR3-CODE	Value must be found in TPEFRAT
EMP-PRFRMC-RTNG-YEAR3-YEAR	Numeric
Empl Prior1 Rtng Efctv Date	Valid date between 01/01/1900 and 01/01/2100
Empl Prior2 Rtng Efctv Date	Valid date between 01/01/1900 and 01/01/2100
Empl Prior3 Rtng Efctv Date	Valid date between 01/01/1900 and 01/01/2100
Empl Rtntn Alwnc Pct	Numeric
Empl Sch Adjstd Basic Pay Amt	Numeric
Empl Sch Basic Pay Amt	Numeric
Empl Sch Lclty Adjstmnt Anl Amt	Numeric
Empl Sch Tot Pay Amt	Numeric
EMPL-SES-PRBTNRY-END-DATE	Valid date between 01/01/1900 and 01/01/2100
Empl Sprvsry Dfrntl Amt	Numeric
Empl Sprvsry Dfrntl Pct	Numeric
Empl Srvc Agrmnt End Date	Valid date between 01/01/1900 and 01/01/2100
Empl Srvc Cmptn Rtrmnt Date	Valid date between 01/01/1900 and 01/01/2100 (SCD: Retirement)
Empl Stfng Dfrntl Anl Amt	Numeric
Empl TOA Hrs YTD Grntd Qty	Numeric
Empl Tot Pay Amt	Numeric
Employee Indicator	Value must be found in TEMPIND Local Table Cannot be initialized to null if current value is not blank unless the action is an accession, 001, 002, or 991
Employee Located Installation Code	Value must be found in TINSTAL1

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
EOD Date	Valid date between 01/01/1900 and 01/01/2100
Extension to RIF NTE Date	Valid date between 01/01/1900 and 01/01/2100
Facility Code	Value must be found in TFACILTY Local Table
FEGLI: Code	Value cannot be blank Value must be found in TFEGLI
FEHB: Contribution Flag	Value must be Y, G, C, or blank
FEHB: Plan Code	Value cannot be blank Value must be found in TFEHB Payroll Office Ltr 88-15 (1989)
FERS: Coverage	A, E, or blank
Financial Statement Code	Value must be found in TFINSTM
Financial Statement Filing Date	Valid date between 01/01/1900 and 01/01/2100
FLSA Pay Status	E or N
Followup Code	Value must be found in TFOLLOW Local Table
Followup Code Date	Valid date between 01/01/1900 and 01/01/2100
Frozen Service	Numeric
Functional Classification	Value must be found in TFUNCLS
Furlough NTE Date	Valid date between 01/01/1900 and 01/01/2100
Grade: Current	Numeric
Grade: Current Date	Value cannot be zero Valid date between 01/01/1900 and 01/01/2100
Grade: Highest	Numeric
Grade: Retained	Numeric

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Handicap Code	Value must be found in THNDICP
Head of Agency	If value is not blank, Pay Plan must equal EX
Last Equiv Incr Date	Valid date between 01/01/1900 and 01/01/2100
Leave Entitlement	Value must be "N" or blank
Legal Authority Code: 1	Value must be found in TAUTH
Legal Authority Code: 1 Description	Value must not contain a "#"
Legal Authority Code: 2	Value must be found in TAUTH
Legal Authority Code: 2 Description	Value must not contain a "#"
LWOP: NTE Date	Valid date between 01/01/1900 and 01/01/2100
LWP: NTE Date	Valid date between 01/01/1900 and 01/01/2100
Minority Code	Value cannot be blank Value must be found in TMINCDE
Name: First	Value cannot be blank No numerics
Name: Genealogical Suffix	No numerics
Name: Last	Value cannot be blank No numerics No commas
Name: Middle	No numerics
NASA Classification Code	Value cannot be blank Value must be found in RAPPENDG
NASA Special Prog Identifier	Each character of the six character code must be found in TNSI

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
New Supervisor End Date	Valid date between 01/01/1900 and 01/01/2100
NOAC Descriptions	Value must not contain a "#"
NOAC NTE Date	Must be entered if Nature of Action description has NTE Valid date between 01/01/1900 and 01/01/2100
NOAC NTE Date Two	Must be entered if Nature of Action description has NTE Valid date between 01/01/1900 and 01/01/2100
Non-NASA Appropriation Code	None
Non-NASA Project Line Item	Value must be found in TPRJLINE Local Table
Occupational Code	Value cannot be blank Value must be found in RAPPENDI
Organization: Assigned	Value cannot be blank Value must be found in TORG Local Table
Organization: Located	Value must be found in TORG Local Table
Part-Time Hours	Value must be numeric greater than 0 and less than 80 if it is not blank
Pay Basis	Value cannot be blank Value must be found in TPAYBAS FPM 296-33
Pay Plan	Value cannot be blank Value must be found in TPAYPLN
Pay Plan: Highest	Value must be found in TPAYPLN
Pay Plan: Retained	Value must be found in TPPLNRET

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Pay Rate Determinant	Value must be found in TPRD
Pay Table	Value must be found in TPAYTBL HQ Specifications
Performance Rating: Current	Value must be found in TPEFRAT. Value must have valid performance rating for given pattern.
Performance Rating: Current Yr	Numeric
Performance Pattern: Current	Value must be in Performance Pattern Table (TPEFPAT
Performance Rating: Prior 1	Value must be found in TPEFRAT. Value must have valid performance rating for given pattern.
Performance Rating: Prior 1 Yr	Numeric
Performance Pattern: Prior 1	Value must be in Performance Pattern Table (TPEFPAT).
Performance Rating: Prior 2	Value must be found in TPEFRAT. Value must have valid performance rating for given pattern.
Performance Rating: Prior 2 Yr	Numeric
Performance Pattern: Prior 2	Value must be in Performance Pattern Table (TPEFPAT).
Performance Rating: Prior 3	Value must be found in TPEFRAT. Value must have valid performance rating for given pattern.
Performance Rating: Prior 3 Yr	Numeric
Performance Pattern: Prior 3	Value must be in Performance Pattern Table (TPEFPAT).
Physicians Comparability Allowance: Annual Amount	NUMERIC VALUE GREATER THAN 0

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Position: Change NTE Date	Valid date between 01/01/1900 and 01/01/2100
Position: Criticality	Value must be found in TPOSCRIT Local Table
Position: Description Number	None
Position: Occupied	Value cannot be blank Value must be found in TPOSOCC
Position: Type	Numeric, value must be found in TPOSTYPE
Position: Type Local	Value must be found in TPOSTYPE Local Table
Probationary End Date	Valid date between 01/01/1900 and 01/01/2100
Promotion NTE Date	Valid date between 01/01/1900 and 01/01/2100
Promotion: Date of Latest	Valid date between 01/01/1900 and 01/01/2100
Promotion: Projected Potential	Numeric
Random Testing Designator	Value cannot be blank Value must be found in TRTD
Random Testing Designator Group	Value must be found in TRTDGRP Local Table
Ready Reserve Branch	Value must be found in TRRBRNCH FPM 296-33
Ready Reserve Rank	Value must be found in TRRANK FPM 296-33
Retention Allowance	Numeric value greater than 0 Division by Empl Basic Pay Amt must not give more than a two decimal position result
Retention Allowance NTE Date	Valid date between 01/01/1900 and 01/01/2100

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Retention Expiration Date	Valid date between 01/01/1900 and 01/01/2100
Retired Mil: Retirement Basis	Value must be found in TRMBASIS FPM 296-33
Retired Mil: Retirement Date	Valid date between 01/01/1900 and 01/01/2100
Retired Mil: Retirement Pay Status	Value must be found in TRMSTAT FPM 296-33
Retired Mil: Service Component	Value must be found in TRMSVCMP FPM 296-33
Retired Mil: Service Designation	Value must be found in TRMSVDES FPM 296-33
Retired Mil: Service Number	None
Retired Mil: Service Pay Grade	Value must be found in TRMSVPG FPM 296-33
Retirement Plan	Value cannot be blank Value must be found in TRETSYS
Retirement: Discontinued Date	Valid date between 01/01/1900 and 01/01/2100 Null if Retirement Plan is 2 or 4
Retirement: Optional Date	Valid date between 01/01/1900 and 01/01/2100 Null if Retirement Plan is 2 or 4
Retirement: FERS MRA	Valid date between 01/01/1900 and 01/01/2100 Null if Retirement Plan is 2 or 4
Retirement: Prior Coverage	N, P, or blank
Sabbatical Leave NTE Date	Valid date between 01/01/1900 and 01/01/2100
Salary: Bonus/Differential Basis	Value must be found in TBONUS
Salary: Foreign Language Annual Amount	Numeric

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Salary: Staffing Differential Percent	Numeric
Salary: Supervisory Differential Percent	Numeric
Salary: Total Pay	Numeric
SCD: Leave	Valid date between 01/01/1900 and 01/01/2100
SCD: NASA	Valid date between 01/01/1900 and 01/01/2100
SCD: RIF	Valid date between 01/01/1900 and 01/01/2100
Service Agreement End Date	Valid date between 01/01/1900 and 01/01/2100
Sex	F, M, or blank
SF 50: Comment Code	Value must be found in TCOMENT FPM 296-33
SF 50: Comment Remark Description	The number of variables entered must match the number of variable in TCOMENT FPM 296-33
SSN	Numeric
Step	Numeric less than or equal to 10 or equal to 99 or alphanumeric
Step: Retained	Numeric less than or equal to 10 or equal to 99
Supervisory Code	Value must be found in TSUPIND
Supervisory Differential	Numeric value greater than 0 Division by Empl Basic Pay Amt must not give more than a two decimal position result
Tenure Code	Value cannot be blank Value must be found in TTENURE

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Tenure: Beginning Date	Valid date between 01/01/1900 and 01/01/2100, and valid only if Tenure Ending Date is input
Tenure: Ending Date	Valid date between 01/01/1900 and 01/01/2100, and valid only if Tenure Beginning Date is input
Title Code	None
Title: Local	None
Title: NASA	If both Title: NASA and Title: OPM are not equal to blank, both titles must not be greater than 38 characters in length
Title: OPM	If both Title: NASA and Title: OPM are not equal to blank, both titles must not be greater than 38 characters in length
Training/Dev Program	Value must be found in TTRNDEV Local Table
TSP: Eligibility Date	Valid date between 01/01/1900 and 01/01/2100
TSP: Employee Status Code	Value must by Y, N, T, E, I, or blank TSP Bulletin 88-32
TSP: SCD	Valid date between 01/01/1900 and 01/01/2100
TSP: Separation Code	Value must be found in TTSPSEP or be blank
TSP: Separation Date	Valid date between 01/01/1900 and 01/01/2100
TSP: Vesting Period	Value must be equal to 2, 3, or blank TSP Bulletin 88-32
Union: Bargaining Unit Status	Value cannot be blank Value must be found in TUNIONBU

TABLE I-1 FIELD EDIT REQUIREMENTS	
Data Element Name	**Field Edit Criteria/Source**
Veteran Preference	Value cannot be blank Value must be found in TVETPREF
Veteran Preference RIF	Value must be equal to Y, N, or blank
Veteran Status	Value must be found in TVETSTAT
WIG Date: Next	Valid beginning of pay period date between 01/01/1900 and 01/01/2100 that is greater than WIG: Waiting Period End Date Value must equal zero if step equals 10
WIG: Waiting Period End Date	Valid date between 01/01/1900 and 01/01/2100 that is less than WIG Date: Next Value must equal zero if step equals 10
Work Schedule Code	Value cannot be blank Value must be found in TWORKSCH

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